

## 1. PURPOSE

**1.1.** These General Purchase Terms and Conditions (hereinafter, the "Conditions") include the terms and conditions that will apply to all purchase orders of materials, equipment or services (hereinafter, the "Orders") made by **ARTECHE GAS INSULATED TRANSFORMERS S.L.**, with address at Gerezpea no. 15. 01015 Vitoria, Alava, and with VAT no. B-01468636 (hereinafter, ARTECHE GAS INSULATED TRANSFORMERS), except for all matters that are expressly agreed in a different way in the corresponding offer or in the acceptance of the Order and that constitute the special conditions of it. Therefore, any other conditions that have not been expressly accepted by ARTECHE GAS INSULATED TRANSFORMERS have not value, to all intents and purposes and, in the event of a conflict between the stipulations in these Conditions and any other general sales condition to be applied by the Supplier (hereinafter, the "Supplier"), the stipulations set forth in this document will prevail.

**1.2.** It will be considered that these Conditions have been notified to the Supplier from the moment when it is notified of the website where they are or receives an Order from ARTECHE GAS INSULATED TRANSFORMERS accompanied by these Conditions. Alternatively, they will be considered as notified if the Supplier previously received them in the course of its commercial relations with ARTECHE GAS INSULATED TRANSFORMERS, considering in all these cases accepted by the Supplier, for all intents and purposes, when it makes its offer.

**1.3.** ARTECHE GAS INSULATED TRANSFORMERS may modify these Conditions at any time, notifying the Supplier. This modification will be understood to be accepted in the same way as these conditions.

## 2. ORDERS

**2.1.** ARTECHE GAS INSULATED TRANSFORMERS will send each of the Orders to the Supplier by e-mail or by any other means that allows accrediting the delivery. These will include the following documents: (i) the "Purchase Order Sheet" that will include the characteristics of each Order, (ii) these Conditions. After a maximum period of eight (8) days without the "Purchase Order Sheet" and other documentation having been excluded, it will be considered that the Order has been accepted and it will be subject to this Contract.

**2.2.** The Supplier can find a copy of these Conditions in ARTECHE GAS INSULATED TRANSFORMERS's website, <https://www.arteche.com/en/corporate-values/transparency>.

**2.3.** ARTECHE GAS INSULATED TRANSFORMERS may cancel the Order if a maximum period of seven (7) days has not passed since the acceptance of the Supplier. The previous cancellation will not entail any type of penalty, obligation or compensation for ARTECHE GAS INSULATED TRANSFORMERS, and therefore the Supplier cannot make any claim whatsoever for any concept.

**2.4.** ARTECHE GAS INSULATED TRANSFORMERS expressly reserves the right to introduce the necessary changes in the Order. These changes will be appropriately notified to the Supplier who will have 3 (three) days to reject them, after which the changes will be considered as accepted.

## 3. DELIVERY DATE

**3.1.** Delivery is understood as the provision of ARTECHE GAS INSULATED TRANSFORMERS Of the Order, DPP, in accordance with the stipulations set forth in these Conditions.

**3.2.** ARTECHE GAS INSULATED TRANSFORMERS will provide the Supplier with the address where it must deliver the Order on the "Purchase Order Sheet", as well as the maximum term in which the latter must make the delivery. The calculation of the delivery term will be understood from when the purchase order is made, as long as this has been accepted in accordance with the stipulations set forth in the second clause of this contract.

**3.3.** The Supplier will assume any additional costs for freight, postage or other expenses originated from the breach of the delivery and dispatch conditions established in the Order.

**3.4.** In the event of the breach of the delivery period by the Supplier, as long as this breach is not due to Force Majeure, ARTECHE GAS INSULATED TRANSFORMERS will expressly have the right to cancel and terminate the order without any penalty or obligation for compensation whatsoever. ARTECHE GAS INSULATED TRANSFORMERS may also, regardless of it deciding to terminate the Order or not, make the corresponding claim for damages, that the delay in the delivery might have caused.

**3.5.** The right mentioned in the precedent paragraph will also be extended to any supplier, stevedore, hauler or other third party that takes part in any of the phases of the order, on behalf of or by the Supplier, in which case the right will be applied in the same terms.

**3.6.** Force Majeure will be understood to be any cause or circumstance beyond the reasonable control of the Supplier but not including strikes of suppliers, transport and services, failures in the supplies of third parties, failures in the transport systems, riots, strikes, labour conflicts, stoppages of the Supplier or subcontractor staff, sabotages, acts, omissions or interventions of any type of government or their agencies, accidental stoppages in the Supplier's workshops due to breakdowns, etc., that directly or indirectly affecting the Supplier's activities.

## 4. DELIVERY NOTE

**4.1.** The Supplier must accompany each dispatch with the corresponding Delivery Note, indicating the Order number that figures on the "Purchase Order Sheet". If several Orders were to be sent in the same dispatch, a Delivery Note must be established for each of the orders made by ARTECHE GAS INSULATED TRANSFORMERS.

**4.2.** ARTECHE GAS INSULATED TRANSFORMERS, as buyer, will sign all the Delivery Notes, indicating the identification details of the person the Order is delivered to in its organization.

## 5. INVOICES

**5.1.** The Supplier must send the corresponding invoice for the goods supplied that will have at least the following characteristics:

- > A single invoice may correspond to different Purchase Orders, as long as they coincide regarding the cost centre and the item of the latter. It may also refer to several Delivery Notes in the same Order number, according to what is established on the "Purchase Order Sheet".
- > It can be sent electronically to the same e-mail address from where ARTECHE GAS INSULATED TRANSFORMERS has sent the "Purchase Order Sheet".
- > It sent by e-mail, it must be sent in duplicate and addressed to ARTECHE GAS INSULATED TRANSFORMERS to the following address: Gerezpea no. 15 01015 Vitoria/Alava
- > It will indicate ARTECHE GAS INSULATED TRANSFORMERS's Order number and date.
- > It will indicate the supplier number assigned to the Supplier.
- > It will indicate the exact payment date, which must be the 20th of each month.
- > The invoice issue date, which in no event will be before the delivery date.
- > They must be delivered to ARTECHE GAS INSULATED TRANSFORMERS by any of the indicated means, in a maximum period of ten (10) days from the delivery of the goods.
- > The total amount of the invoice must be rounded to Euros, with two (2) decimals. Rounding of the second decimal, will be made according to the third decimal, passing to the higher or lower unit, when the latter are equal to or higher than five (5) or lower than five (5), respectively.

>The amounts included in the invoice will be broken down by the items according to the materials, equipment and services to be supplied, including, when applicable, the (i) packaging, (ii) loading, (iii) transport, (iv) insurance, and (v) return/replacement expenses.

>The invoice will include all applicable taxes broken down.

## 6. PAYMENTS

**6.1.** The "Purchase Order Sheet" will determine the maximum term in which ARTECHE GAS INSULATED TRANSFORMERS may pay each invoice, which will start from when ARTECHE GAS INSULATED TRANSFORMERS receives the goods and/or service provision, as long as the Order has been delivered when it has been issued.

**6.2.** If the Supplier has Spanish nationality or has its main activity centre in Spanish territory, ARTECHE GAS INSULATED TRANSFORMERS will pay the invoices always due on the 20th of each month.

**6.3.** If ARTECHE GAS INSULATED TRANSFORMERS were to find any other type of discrepancy or controversy on the amount or quality of the materials, equipment or services supplied, how much they cost, or any other matter related to them, including the invoice or invoices issued by the Supplier, ARTECHE GAS INSULATED TRANSFORMERS may stop or defer the payment of the total or any partial payments it has to pay until the controversy in question is definitively resolved. Extemporaneous payment for the above reasons will not entail the application by the Supplier of default interests or any other type of penalty or compensation for damages in its favour.

**6.4.** Materials, equipment or services not included in the Order will not be paid for if their execution has not been previously offered by the Supplier, in writing, and with express indication of their price, and accepted, also in writing, by an ARTECHE GAS INSULATED TRANSFORMERS representative.

## 7. RECEPTION

**7.1.** All the goods supplied by the Supplier must be sent with the adequate packaging and identification, as indicated on the "Purchase Order Sheet", and this will include inside it the documentation and information indicated in the fourth clause of this contract.

**7.2.** All material supplied will be subject to a qualitative and quantitative inspection by one of ARTECHE GAS INSULATED TRANSFORMERS's services, duly qualified for this purpose. ARTECHE GAS INSULATED TRANSFORMERS reserves the right to reject all supplies made by the Supplier that are not in accordance with the characteristics of the Order, even when the goods have been invoiced and taken out of the factory.

**7.3.** In the event of total or partial rejection, ARTECHE GAS INSULATED TRANSFORMERS reserves the right to accept the partial supply or to demand the sending of all of the adequate material.

**7.4.** ARTECHE GAS INSULATED TRANSFORMERS reserves the right to visit its suppliers or representatives to be able to see the manufacturing status of the Orders, and to check the material at origin by ARTECHE GAS INSULATED TRANSFORMERS reception control or other third party technicians appointed for this purpose.

## 8. QUALITY CONTROL AND GUARANTEE

**8.1.** Quality control covers the overall actions, activities and techniques necessary for satisfactorily meeting the conditions and specifications requested by ARTECHE GAS INSULATED TRANSFORMERS in the Order and, where appropriate, by current technical rules or regulations.

**8.2.** The Supplier will be the only party responsible for quality control, regardless of the controls and tests carried out or demanded by ARTECHE GAS INSULATED TRANSFORMERS by its own means or by those of a third party.

**8.3.** The Supplier guarantees that all material or service supplied to ARTECHE GAS INSULATED TRANSFORMERS will correspond with the conditions and characteristics stipulated on the "Purchase Order Sheet". It agrees, subsequently, to immediately repair and to replace, if necessary in ARTECHE GAS INSULATED TRANSFORMERS's opinion, in the same conditions as soon as possible, never to exceed ten (10) days, all or part of the material supplied that does not meet the requested conditions and characteristics. The cost of these repairs and/or replacements, and of all the expenses derived of any type, will be exclusively paid for by the Supplier.

**8.4.** The guarantee period of the equipment and products supplied will be at least two (2) years starting from their receipt by ARTECHE GAS INSULATED TRANSFORMERS and/or use of them, whichever occurs last, and specific agreements may exist between ARTECHE GAS INSULATED TRANSFORMERS and Supplier extending said guarantee period.

**8.5.** The Supplier will be obliged to compensate ARTECHE GAS INSULATED TRANSFORMERS for any damages, including loss of earnings, it may suffer as a result of the possible faults in the materials or goods supplied, including damages to other products or facilities of third parties.

## 9. INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS

**9.1.** The industrial and/or intellectual property of the Order, in all its terms, and the information attached to it, with the elements, plans, drawings, software, etc., incorporate or related to it, belongs to ARTECHE GAS INSULATED TRANSFORMERS, and therefore its use by the Supplier for any other purpose than that of meeting the Order is expressly prohibited, as well as totally or partially copying it or transferring its use to third parties without the prior written consent of ARTECHE GAS INSULATED TRANSFORMERS.

## 10. RISK

**10.1.** Unless otherwise expressly specified, the Goods will be delivered DDP (Incoterms CCI, 2010) in the destination point established in the Order. The risk of loss or damages to the goods, property, insurance policies, etc., will be interpreted in accordance with the Incoterm, except when this opposes the stipulations in the Order.

## 11. CONFIDENTIALITY AND DATA PROTECTION

**11.1.** In relation to each Order, any information that may become known to both ARTECHE GAS INSULATED TRANSFORMERS and the Supplier through any type of means, format or support, including verbal form or by own inspection, directly or indirectly, is considered "confidential information", and is the property of the party providing the information. This confidentiality obligation shall apply for a maximum period of five years after the Order has been placed or cancelled for whatever reason

**11.2.** The Supplier agrees that ARTECHE GAS INSULATED TRANSFORMERS is authorised to provide any information received from the Supplier to any other of the companies that make up the group of companies of which ARTECHE GAS INSULATED TRANSFORMERS forms part.

**11.3.** The Supplier's data that could become known to ARTECHE, will be included in a file called Clients-Suppliers, registered in the Spanish Data Protection Agency Register and whose responsible is ARTECHE GAS INSULATED TRANSFORMERS.

**11.4.** In any event, ARTECHE GAS INSULATED TRANSFORMERS will apply the security measures detailed in Organic Law 3/2018, of 5 December, on the Protection of Personal Data and the guarantee of digital rights (hereinafter, LOPDGDD).

**11.5.** By the present document ARTECHE informs the Supplier that he can freely exercise his rights of access, rectification, cancellation and opposition, according to the LOPDGDD, by contacting ARTECHE GAS INSULATED TRANSFORMERS S.L., with address

in Gerezpea no. 15. 01015 Vitoria, Alava and with VAT B-01468636, indicating in the communication the Subject LOPDGD ((Personal Data Protection Act).

## 12. INFORMATION SECURITY

**12.1.** The supplier must have implemented and updated barriers in its IT infrastructure that are sufficient to minimise the illegitimate intrusion of third parties and the action and propagation of so-called computer 'viruses' or similar programmes.

**12.2.** The supplier undertakes to communicate as soon as possible, and in any case, within a period not exceeding 72 hours, any breach or incident that he suffers related to information security that may affect or cause illicit access to the information shared or provided by ARTECHE GAS INSULATED TRANSFORMERS S.L.

**12.3.** The supplier undertakes to destroy in a diligent, secure and confidential manner all the information provided by ARTECHE GAS INSULATED TRANSFORMERS S.L. once this contract has been concluded.

**12.4.** When information of this nature is supplied, the supplier undertakes to keep the Access Codes to the infrastructures of ARTECHE GAS INSULATED TRANSFORMERS S.L. in the strictest confidence and not to transfer them to third parties under any circumstances. Likewise, the supplier shall immediately notify ARTECHE GAS INSULATED TRANSFORMERS S.L. of any loss of confidentiality or breach of security that may occur due to third parties knowing the Access Codes. The supplier recognises and accepts that any activity carried out in the infrastructures of ARTECHE GAS INSULATED TRANSFORMERS S.L. using the Access Codes assigned to him, will be his exclusive responsibility for all purposes, as long as the supplier has not previously notified ARTECHE GAS INSULATED TRANSFORMERS S.L. of the fact that the Access Codes used were no longer secure.

**12.5.** By virtue of this, the supplier undertakes to access the infrastructures of ARTECHE GAS INSULATED TRANSFORMERS S.L.U., from duly secured equipment (antivirus installed and updated) and always using legal and duly licensed software

## 13. STATEMENT OF THE SUPPLIER

**13.1.** On accepting these Conditions, the Supplier hereby declares to (i) have the necessary authorisations for carrying out the manufacturing, transport, management, storage and sale activities of each of the materials and/or equipment required in each of the purchase orders (ii) to have the warehouses and technical and human means necessary for the storage of the materials and/or equipment in each purchase order, (iii) to be up-to-date with all of its legal, accounting, tax, labour and social security obligations, or any other that might be applicable to it and (iv) be able to guarantee the quality, aptitude and correct operation of the materials, equipment and/or services required in each purchase order.

## 14. PENALTIES

**14.1.** Without prejudice to ARTECHE GAS INSULATED TRANSFORMERS's right to terminate the Order due to defaults of the Supplier regarding the delivery dates or in both the partial and final execution deadlines, and for any other reason specifically foreseen in the Order, defaults of the Supplier will entail the application by ARTECHE GAS INSULATED TRANSFORMERS of a penalty that in no case will have a compensatory nature. If no specific penalty has been established in the Order, the penalty will be 1.5% of the total amount of the Order by calendar week of delay during the first four weeks, and 4% from the fifth week.

**14.2.** Penalties for delays cannot exceed 15% of the total amount of the Order. If this limit is exceeded, ARTECHE GAS INSULATED TRANSFORMERS will apply the penalty and will have the right to terminating the Order in accordance with applicable legislation.

**14.3.** Receiving the penalties will not deprive ARTECHE GAS INSULATED TRANSFORMERS from reverting to the Supplier all the

expenses and overcosts it is obliged to pay to third parties as a direct result of the delay.

## 15. APPLICABLE LAW AND JURISDICTION

**15.1.** These Conditions will be governed in all cases by the legal regulations of the Spanish State, expressly excluding any effect on the Laws of the Vienna Convention of 11 April 1980, on international sale of goods contracts.

**15.2.** Any discrepancies, interpretations or lawsuits that might arise from the interpretation, execution or compliance of these Conditions, both parties, excluding any rules and regulations in conflict with applicable Law and expressly waiving their own jurisdiction, expressly and voluntarily agree to submit themselves to the Courts and Tribunals of the city of Bilbao, also renouncing the stipulations set forth in Regulation no. 593/2008 of 17 June of the European Parliament and Council on Law applicable to contractual obligations.